December 15, 2013

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ½ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton,

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I think that Italy is busy and has many people that it would be a very interesting place to study. Also, Italy has a lot of room to start new branches of your business in.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette and some important phrases in Italian. Having this knowledge will help be understand what the people are like there, and be able to communicate with the people living in Italy.

Lastly, I think I would be a great addition to this team because I am hardworking and a team player. I always complete every assignment to the best of my ability, and get good grades. I am a team player because I contribute to the project by doing my share of the work and make sure it is in on time.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Sydney Leppert

3043 Swansea Crescent West

Allison Park, PA, 15101